

Northern Virginia Community College Senate
Meeting Minutes

3/19/2020

Meeting conducted on ZOOM

Attending: Kristin Balbuena, Kathy Bohnstedt, Joan Zanders (proxy for Alexander Case), Julie Combs, Kerry Cotter, Santwana Das, Patrick Dawes, Kathleen Deal, Kelly L. DeSenti, Stephanie Dupal, Ellen Fancher-Ruiz, Pam Hilbert, Katherine Hitchcock, Robert Johnson, Imran Kukdawala, Elizabeth Lanthier, Jack Lechelt, Amy McCarty, Beatrice McKeithen, Mike McMillon, Donna Minnich, Mary Moseley, Diane Mucci, Tykesha Myrick, Maggie Emblom-Callahan (proxy for Marilyn Odaka), Mike Polcen, Regina Sanders, Beth Shewmaker, Christiane Silva, Stacy Slaten, Lisa Stelle, Maureen Townsend, Ashlie Warnick, Christina Wells, Jack Zegeer, Ed Zuniga

Absent: Teba Aljumali, Ivy Beringer, Abe Eftekhari, Judith Gomez, Negina Noorzada, Tamara Warren Chinyani, Debbie Wyne

GUESTS: Mary Pat O'Brien, Kathy Grilliot, Steve Sachs

- I. Senate Chair Donna Minnich called the meeting to order at 1:00 PM. Motion to record meeting passed without objection. (recording was unintelligible). Roll called.
- II. Approval of minutes
 - a. Meeting minutes from 2/20/2020 were approved with no opposition or abstentions.
- III. Old Business
 - a. Reward and Recognition committees. Deadline for nominations extended to 3/25.
 - b. Senator Kat Hitchcock presented information on Academic Deans Council and student evaluation forms. Are the forms and questions still appropriate? Does the instrument ask what we want to know? Forming a committee to review student evaluations. Should the committee be appointed or elected? Senators responded via chat:
 - i. Senator Kelly L. DeSenti asked if students would be on the committee
 - ii. Senator Elizabeth Lanthier supported sending to the population to form committee; lots of people may be interested
 - iii. Senator Hitchcock asked that we get the process down and then think about who should be on it. Senate proxy Maggie Emblom-Callahan suggested that it should be sent to the population and the committee should include at least to Associate Deans as they supervise adjuncts who are evaluated using these student evaluations.
 - iv. Senate proxy Maggie Emblom-Callahan suggested using the same procedure as we do for multi-year review committees – nominations followed by elections. Senator Hitchcock agreed. Call to college-wide for nominations and then to Dr. Gabriel for election.

- v. Committee will primarily be composed of teaching faculty.
- vi. Senator Kelly L. DeSenti asked if nominations and an election was the best way to form the committee. Does ADC have a better avenue? Senator Hitchcock said that ADC can do that but wanted to bring it to Senate. Senator Kelly L. DeSenti made a motion for ADC to develop committee for evaluating student evaluation instrument. Discussion:
 - 1. Senate proxy Maggie Emblom-Callahan recommended to ADC that the committee is primarily made up of teaching faculty. Senate Vice Chair Mary Moseley asked if that wasn't understood? Senate proxy Emblom-Callahan said that this affects all teaching faculty – adjuncts and full time and teaching faculty will want to be involved. Senator Kat Hitchcock said that was what ADC envisions. Senator Jack Lechelt said that it might be good for the Senate to establish some parameters and provide guidance. Senate proxy Maggie Emblom-Callahan made a motion to amend that the committee be formed by ADC with teaching faculty making up at least 80% of the group.
 - a. Senator Beatrice McKeithen said that because of teaching schedules, it is important that a time is chosen where enough faculty will be available to meet.
 - b. Vote on Motion to Amend – passed on vote on Zoom chat. No objections or abstentions.
 - 2. No objections to considering the entire motion passed.
- c. Proposed Constitutional Amendments.
 - i. These were tabled at the last meeting.
 - ii. Amendment 2: clarifies that Presidential Appointees absent from regular meetings three times without a designated alternate will be replaced by another Presidential appointee.
 - iii. Amendment 3: Remove Chair of Senate from their Forum Council. Senate Chair would become a representative of the entire college community and becomes an ex-officio member of all campus forums and College Staff forum council. Campus or College Staff Forum can fill vacancy. Change would make the Senate Chair a true college-wide representative.
 - iv. Senate Chair Donna Minnich made a motion for email votes. Senate Parliamentarian put the amendments on the screen. Senator Lisa Stelle asked if this was the last meeting of the year?
- d. Discussion about Forum elections
 - i. Senate Chair Donna Minnich spoke with Dr. Gabriel about whether the elections would take place. Should they be delayed or postponed until September? If so, current Senate would stay in place until September.

Senator Julie Combs, Chair of the Elections & Credentials Committee, asked if this would include forum council elections. Senate Chair Donna Minnich said yes, in light of what is going on. College needs continuity and consistency. Things are unpredictable right now. In the best interest of the college community to not have elections.

ii. Conversations on Chat:

1. Senator Ellen Fancher-Ruiz said that she did not see a reason to wait; the college is still open.
2. Senate proxy Maggie Emblom-Callahan said that elections should be postponed to provide continuity. Novice governance in place makes no sense right now.
3. Senator Kat Hitchcock said that holding elections as planned adds continuity. The whole Senate isn't changing. Senators DeSenti, Combs, Johnson, Cotter, and Fancher-Ruiz agreed with Senator Hitchcock.
4. Senator Johnson asked if this was a directive or whether the Senate can provide feedback
5. Senator Kathy Bohnstedt suggested that we could postpone for a little while (until end of April rather than September) until we get used to working remotely and extend the time for voting.
6. Senator Julie Combs, Chair of the Elections & Credentials Committee said that the forum ballots are complete and approved by the committee. Voting is entirely online so why not continue?
7. Senator Kelly L. DeSenti wrote that she was concerned that holding an election in September would be even more difficult than now.

iii. Senate proxy Maggie Emblom-Callahan made a motion to postpone elections until the start of the 2020-2021 academic year and keep the Senate body as it is until Fall 2020.

1. Senator Kristin Balbuena asked if we need a Constitutional change to do this. Senate Parliamentarian Patrick Dawes said that a super-majority would be needed.
2. Senate Beatrice McKeithen suggested that elections continue as planned but the orientation meeting be moved to September.
3. Senator Pam Hilbert said that if the election is ready to go, why delay?
4. On Chat: Senator Kat Hitchcock said that if we can say that it is possible to maintain instruction under these conditions, we can handle a Senate election. On video: Senator Hitchcock asked who

initiated this conversation and stated her disagreement with postponing.

5. Senator Ed Zuniga (on video) and Senate proxy Maggie Emblom-Callahan suggested that there could be a lot of turnover on Senate due to the change of Associate Deans from Professional Faculty to Administrative Faculty.
 6. Senator Mike Polcen said (on chat) that nominations may have to redone if election delayed almost 6 months.
 7. Senate Chair Donna Minnich moved for a vote. Senator Robert Johnson asked if a vote makes a difference. Does the Senate have a choice in this decision? Senate Parliamentarian Patrick Dawes said that if the Senate votes to postpone the election, it would be postponed. If the Senate does not vote to postpone, Dr. Gabriel's office would decide if they can do it now.
 8. Concern about ability of people to campaign for positions. Senator Kelly L. DeSenti said that many of the nomination numbers were for the number of open spots so no campaigning necessary. Senator Lisa Stelle said she hasn't seen campaigning in the past.
 9. Senate Vice Chair Mary Mosely said that we are upside down right now and trying to get students graduated.
 10. Mary Pat O'Brien said that we should continue as normal.
- iv. Senate Chair Donna Minnich said that she appreciated the conversation and we should vote on Chat. Motion to suspend election until August. More than 20 NO votes; insufficient support to meet the 2/3 threshold necessary. Motion fails.
 1. Senator Lisa Stelle asked how many times Senate will meet:
 - a. 4/16: last meeting of 2019-2020 Senate
 - b. 4/23: organizational meeting of 2020-2021 Senate for purpose of electing officers
- e. Constitutional Amendments Change 2: Proposed new language: "Senate members absent from regular meeting three times without a designated and appropriate alternative forfeit membership and will be replaced by their respective Forum Council or in the case of a presidential appointee presidential appointment.
 - i. Senator Dupal suggested "a presidential appointee by presidential appointment." No objection to the change. No further discussion. Senate Parliamentarian Patrick Dawes called for a vote on Chat. Yes vote is to approve the change; NO vote is to disapprove the change. No objections or abstentions. 36 in favor. Motion to amend the Constitution passes.

- f. Constitutional Amendment Change 3: Proposed new language would add “Section (e)(i)(a) upon election the Chair of the College Senate will become a representative of the entire college community and as such will be removed as a campus forum council member and will be an ex-officio member of all campus forum councils and the College Staff forum council. The Chair’s former campus council shall replace them in the manner of a resigned campus council member”
 - i. Senate Secretary Ashlie Warnick asked how the Senate Chair could be re-elected if they are no longer on a forum. Senate Parliamentarian Patrick Dawes said they could re-run for their position on forum.
 - ii. On chat:
 - 1. Senator Kerry Cotter said that this should be tabled until this is clear.
 - 2. Senator Mike Polcen said that “you can take the Chair out of the campus but you can’t take the campus out of the Chair. You’re basically adding another Senator, potentially giving a campus one more Senator.” Senate proxy Maggie Emblom-Callahan agreed.
 - 3. Senator Ed Zuniga said that this could be decided after we determine if it needs to be done.
 - 4. Mary Pat O’Brien said that the body is so diverse and has such different points of view.
 - iii. Senate Parliamentarian Patrick Dawes said that most other boards remove the Chair from lower positions and only vote in tie-breakers.
 - iv. Senator Mary Moseley said that each Chair has been and is objective.
 - v. Senator Julie Combs said that the Chair has autonomy to do both – represent their campus and the Senate.
 - vi. Senate Chair Donna Minnich made a motion for a vote via chat. Yes to Approve change; No to reject and keep Chair as it is. More than 20 NO votes. Motion fails with 2 abstentions.
 - g. Parliamentarian Patrick Dawes advises the Senate that the Constitution Committee should be convened at the first meeting of the new Senate to ensure that the Constitution is aligned with our current structure.
- IV. New Business
- a. Reaffirmation of Personnel Services Committee and Instructional and Student Services Committee. “This motion is calling for the reaffirmation of the Instructional and Student Services and Personnel Services Committees in light of trying to maintain a clear communication chain. The Senate would like to remind both committees that they cannot make recommendations or send recommendations to the College President without prior Senate approval.” This is in accordance with current Constitutional language that “recommendations [from these committees] will be sent to the College Senate for approval. Recommendations which are approved shall be forwarded by the chair of the

Senate for immediate and direct transmission to the president of the College. At the discretion of the Senate, recommendations may be forwarded to the Forum Councils for further consideration.

- i. Senate Parliamentarian Patrick Dawes said that the Senate has asked committees to report but the Senate hasn't seen reports. There is a communications gap and this reaffirmation is attempting to reestablish procedures and reaffirm the chain of communication
 - ii. Senator Kelly L. DeSenti said that ISSC was concerned about enrollment and brought that to Admin Council.
 - iii. What happens if we don't "reaffirm"? Senate Parliamentarian Patrick Dawes said that nothing happens – the reaffirmation is a reminder.
 - iv. Questions about whether the Senate needs to approve of ISSC or PSC proposal or if Senate just needs to be informed. Constitution says that the Senate must approve. Senator Ed Zuniga said that we should follow the Constitution.
 - v. Senator Lisa Stelle asked if the three chairs have met and talked. Maybe this is just a lack of understanding about the process. A reset may be necessary but it should happen through the leadership of the Senate, ISSC, and PSC. On chat, several Senators agreed with Senator Stelle's point.
 - vi. Discussion about Constitutional restriction of serving on Senate and PSC and ISSC at the same time. Senators Kelly L. DeSenti and Kathy Bohnstedt, on chat, said they are on ISSC and Senate.
 - vii. Motion to reaffirm on chat. Yes: 14; No: 6; Abstentions: 5. Motion passes.
- b. Graduation 2020 was canceled due to social distancing and COVID-19 concerns. Sad but understandable. Senator Rob Johnson said that faculty regalia hadn't been ordered. Programs, certificates, and t-shirts are still available through Herff-Jones and the bookstore. Senator Julie Combs asked about scholarships that are given out at graduation. Senator Johnson said that is a question for the Foundation.
- c. Senator Donna Minnich said that an announcement about continuity after 4/4 is forthcoming from Dr. Kress
- d. Motions from Personnel Services Committee
- i. Motion that the Senate post the most current version of by-laws on their website and provide PSC with the final draft of the membership plan.
 1. **This motion is moot as the current version is posted** (today's change will be added very soon). The Senate has not changed its membership or ratios.
 - ii. Motion that the Senate take up a file management system accessible to the whole College.

1. Need timely reporting of forum minutes
2. Senator Diane Mucci asked what this is about.
3. On chat, Senator Mike Polcen said 90% of college committees don't have minutes or agendas posted online.
4. On chat, discussion of intranet for college and minutes and agendas could be posted there.
5. Senate Parliamentarian Patrick Dawes said that creating a more formal presence on the web (behind a sign-in wall) is a good idea. Links could be included in the Daily Flyer.
6. Senator Rob Johnson asked if agendas need to be posted. Senator Julie Combs said agendas and minutes are supposed to be posted. Senator Johnson said that a public file management system with sites for all committees exists. Senate Parliamentarian Patrick Dawes suggested one site for forums, Senate, and Senate committees to make it easier and more transparent. Senator Johnson said forums have webpages. This is a web issue not a "one place" issue. Senator Zuniga said that the Senate updates its page but others don't. Senator Pam Hilbert said we need a motion to ask the committees to post. Senator Rob Johnson said that maybe the Committee on Committees could handle this. Isn't this part of their charter? Senate Parliamentarian Patrick Dawes said that it goes to the Committee on Committees and the Senate. The Senate's job is to make sure chairs are fulfilling their responsibilities.
7. On chat, Senator Jack Zegeer noted that ISSC (and others) don't have an orientation that lays out duties clearly, such as updating agendas/minutes and forwarding approved motions to the Senate. Senator Mike Polcen agreed that chairs need training. Senator Lisa Stelle and Senate proxy Maggie Emblom-Callahan agreed.
8. On chat, Senator Maggie Emblom-Callahan said there was a unanimous vote of the Senate in 2017 to require committees to post minutes and agendas. She also suggested checking the SACS governance requirements about posting minutes and agendas.
9. **Senate Parliamentarian Patrick Dawes says that a place for these files already exists so the PSC motion is moot.** Recommended that new executive committee ensure chairs are trained and educated.
10. Senate Chair Donna Minnich made a motion to educate and train chairs about posting agendas and minutes. Vote by chat: 25 in favor; no opposition or abstentions.

- V. Senate Chair Donna Minnich said she appreciates everyone's commitment to the Senate in these trying times. Meeting adjourned at 2:56 PM

Next meeting (via Zoom): Thursday 4/16 at 1 PM